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U. S. DEPARTMENT OF AGRICULTURE

November 16, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 37

To: Branch and Division Chiefs and Regional Directors

From: F. J. Hughes, Chief
Administrative Services Division

Subject: Foreign Travel, Air Travel, Extra-Fare Train Travel, Air Cargo

I. General

- A. This Instruction establishes FDA procedures for obtaining central FDA and Departmental approval of foreign travel, air travel, extra-fare train travel, and air cargo.
- B. Letters of Authorization and requests for approval of foreign travel, justifications for excess cost air travel and extra-fare train travel, and requests for air priorities and passports shall be prepared by the Washington Branches and Divisions and field offices and submitted for prior approval to the Chief of the Washington Administrative Services Division. It is the responsibility of the Chief of the Washington Administrative Services Division to secure clearance and approval of such requests with the appropriate offices, to return the appropriate documents to the originating office, to serve as the focal point for FDA on all questions arising in connection with such requests, to maintain appropriate records, and to submit a semi-annual report to the Director of Finance on excess cost travel.

II. The following forms shall be submitted to the Chief of the Washington Administrative Services Division:

A. Foreign Travel

1. Two copies of the Request for Approval of Foreign Travel in memorandum form. This request shall include:
 - (a) The name of the project and country or countries to be visited.
 - (b) The name of the proposed representatives with a brief biographical sketch of each, along with a statement as to what investigation has been made of the loyalty and responsibility of each.
 - (c) The complete itinerary.
 - (d) A description of operations and objectives of the project.
 - (e) The relation of the project to those in the same field carried on by other agencies of this Government.
 - (f) Any expressions of interest on the part of the Governments of the countries to be visited.

- (g) The proposed instructions to be given to these representatives, and
- (h) The manner in which it is proposed that salary, travel, and contingent expenses of such representatives are to be paid.

2. Five copies of the Letter of Authorization.

3. One copy of Request for Passport (by Washington Branches and Divisions only. Field offices shall send requests to the Clerk of the nearest Federal Court). The Request for Passport shall include:

- (a) Two pictures of traveler not less than 2-1/2" by 2-1/2" and not more than 3" by 3" in size.
- (b) Birth certificate, or an "Affidavit of Birth."
- (c) Permission from Selective Service Local Board, Form DSS - 351..

B. Foreign Air Travel

If the foreign travel is by air, the following forms shall be submitted in addition to those for Foreign Travel:

- 1. Four copies of Form Ad-154, "Justification for Air Travel".
- 2. Original copy of Request for Priority. This request shall include:
 - (a) Name of passenger.
 - (b) Address of passenger or person in care of whom passenger can be reached.
 - (c) Telephone number of passenger.
 - (d) Brief statement why air priority is necessary: the specific activity of the traveler prior to departure and after arrival which prevents the use of common carrier, and why the traveler must arrive at the given time.
 - (e) Points between which priority is requested.
 - (f) Exact schedule of plane on which passenger expects to travel.
 - (g) Name and authority of person requesting priority.

C. Domestic Air Travel

- 1. Four copies of form AD-154 "Justification for Air Travel".
- 2. Original copy of Request for Priority. This request shall include:
 - (a) Name of passenger.
 - (b) Address of passenger or person in care of whom passenger can be reached.
 - (c) Telephone number of passenger.
 - (d) Brief statement why air priority is necessary: the specific activity of the traveler prior to departure and after arrival which prevents the use of common carrier, and why the traveler must arrive at the given time.
 - (e) Points between which priority is requested.
 - (f) Exact schedule of plane on which passenger expects to travel.
 - (g) Name and authority of person requesting priority.

D. Extra-fare Train Travel

1. Four copies of Form AD-154, "Justification for (Extra-fare Train) Travel".

E. Air Cargo

1. Original copy of Request for Priority. This request shall include:
 - (a) Number, dimensions, and weight of items in shipment.
 - (b) Address and telephone number of person in care of whom the shipment can be located.
 - (c) Consignee and consignor.
 - (d) Can shipment be divided.
 - (e) Brief statement why air priority is necessary.
 - (f) Points between which priority is requested.
 - (g) Name and authority of person requesting the priority.

III. Approval of Form AD-154, "Justification for Air (or Extra-Fare Train) Travel":

A. Prior approval of AD-154 will be granted only if it establishes that

- (1) The purposes of the travel cannot be accomplished by the use of other usual means of transportation;
- (2) The method of travel is absolutely necessary in the public interest.

B. Post approval of AD-154 may be granted for excess-cost domestic air travel or extra-fare train travel if

- (1) The traveler was removed from the plane because another passenger held a higher priority, thus creating an excess cost to the Government.
- (2) The mission of the traveler was of such urgency that air travel or extra-fare train travel was necessary and there was insufficient time to secure prior approval.

IV. Funds for Foreign Travel

After obtaining approval of the Letters of Authorization by the Budget Division office of Budget and Finance, and the office of Foreign Agricultural Relations, the Washington Administrative Services Division will return the Letter of Authorization to the Branch, Division, or field office concerned. Funds for foreign travel will then be encumbered by the Finance and Accounts Division in Washington at the request of Washington Branches and Divisions or by the Regional Fiscal Division at the request of the field offices upon submission of three copies of Form FDA-508 and the original and first and second carbon copies of the approved Letter of Authorization.

This memorandum supersedes Director's Memoranda No. 8; No. 8, Supplements 1 and 2; Administrative Services Division Memoranda No. 29 and 34.

S. R. Newell

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Assistant Deputy Director

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